

19 July 1979

MEMORANDUM FOR: Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Inspector General  
General Counsel  
Legislative Counsel  
Comptroller

FROM: [REDACTED]  
Chief, Regulations Control Division  
Information Services Staff

SUBJECT: Proposed [REDACTED] Official Data Access and Release  
DRAFT A (Job #8902)

FOR YOUR CONCURRENCE OR COMMENTS:

1. The attached proposal, initiated by the Office of Security, replaces several existing regulations (see instruction sheet). The regulation is part of a package to implement safeguarding provisions of Executive Order 12065. The package consists of [REDACTED] in print; [REDACTED] --Draft B in coordination; and [REDACTED] --Draft A in coordination.

2. Please forward your concurrence or comments by 9 August 1979. Questions may be directed to [REDACTED]

\*New Numbering Series

Attachments:

1. Proposed [REDACTED]
2. Concurrence Sheet

cc: AO/DCI  
AO/RMS-CTS  
SSA/DDA  
C/ISS  
C/RMD  
OS  
OC  
OL  
OP

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Next 10 Page(s) In Document Exempt

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**\*23. STORAGE OF CLASSIFIED INFORMATION OR MATERIAL**

**SYNOPSIS.** This regulation prescribes the policies, authority, and responsibilities associated with the storage of classified information or material within the United States.

a. **AUTHORITY.** Policies promulgated in this regulation are established in accordance with the requirements of Section 4-103 of Executive Order 12065, National Security Information, and Section IV.F of the Information Security Oversight Office Directive No. 1, effective 1 December 1978.

b. **GENERAL.** Classified information or material in the custody of the Agency will be stored only in facilities or under conditions that will provide adequate protection and prevent access by unauthorized persons. Classified information or material disseminated outside the executive branch shall be given protection comparable to that afforded within the executive branch pursuant to such conditions as the Director of Security may prescribe.

**c. RESPONSIBILITIES**

(1) **EMPLOYEES.** Individual employees are responsible for securing classified information or material in their possession in designated equipment and areas when not being maintained under immediate personal control in approved work areas.

(2) **DIRECTOR OF SECURITY.** The Director of Security is responsible for establishing standards in accordance with the requirements of the Information Security Oversight Office Directive No. 1, effective 1 December 1978, for the proper storage of classified information or material. These include approved criteria for vault and vault-type room construction and for the acceptability of safes, safekeeping devices, and other classified storage equipment.

(3) **DIRECTOR OF LOGISTICS.** The Director of Logistics will ensure that all requests for the construction of vaults and vault-type rooms and for the purchase, lease, or issue of safekeeping storage equipment are approved by the Director of Security and bear the concurrence of the Agency Records Management Officer. The latter must certify the records management justification for the request.

**d. STORAGE REQUIREMENTS**

(1) **GENERAL.** Specifications for approved vaults and vault-type rooms are available from the Office of Security. If the bulk or volume of classified material presents a storage problem and it is not possible to comply with the provisions of paragraph d(2) or d(3) below, the Director of Security must be consulted for guidance. Any exceptions to the following storage requirements must have the prior approval of the Director of Security.

(2) **AGENCY BUILDINGS IN HEADQUARTERS AREA.** In Agency buildings in the headquarters area (including the Agency Training Centers), information and material classified Confidential, Secret, or Top Secret may be stored in any GSA-approved safe-type steel file cabinet or in an approved vault or vault-type room.

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14 May 1979 (1207)

69

ADMINISTRATIVE—INTERNAL USE ONLY

- e. **COMBINATIONS.** Safekeeping equipment combinations are classified Top Secret. They are not to be carried on the person, recorded in any insecure manner, or disclosed over the black or red telephone. Supervisors will limit distribution of combinations to the number of persons (custodians) necessary for operating purposes. Supervisors will also ensure that combinations to safekeeping equipment used for the storage of sensitive compartmented information, cryptographic materials, and Restricted Data are given only to individuals holding the commensurate access approvals or clearances associated with such information or material.

(1) **COMBINATION CHANGES.** The Office of Security is responsible for changing combinations to all Agency safekeeping equipment in the headquarters area. Newly received safekeeping equipment will not be used until a representative of the Office of Security has reset the combination. Thereafter, the Office of Security will arrange for changing combinations at least once every year and when otherwise required. Operating Officials will ensure that combinations to safekeeping equipment are changed (a) upon separation or transfer of a custodian, (b) when a custodian no longer needs access to the information or material therein, (c) whenever a combination has been subjected to possible compromise, and (d) whenever the equipment is taken out of service.

(2) **COMBINATION RECORDS.** The Office of Security maintains a central record of the combinations to and custodians of all Agency safekeeping equipment in the headquarters area.

- f. **USE AND CARE OF SAFEKEEPING EQUIPMENT.** Custodians will follow procedures which ensure that unauthorized persons do not gain access to classified information or material. Custodians must know the proper method of locking and checking all safekeeping equipment to which they have access. They will report immediately to the Office of Security the improper working order of safekeeping equipment under their care. The Office of Security will promptly correct mechanical defects in such equipment.

g. **TRANSFER OF SAFEKEEPING EQUIPMENT**

- (1) Before safekeeping equipment is transferred out of an office, the principal custodian and the appropriate supervisor will ensure that the equipment is empty of all information or material, including any posted record of custodians, and, in the headquarters area, will contact the Office of Security to request that the equipment be processed for transfer.
- (2) Before any furniture or equipment (including desks, tables, file cabinets, shelving, etc.) that was used to store classified information or material within vaults or vault-type rooms is transferred out of an office, the principal custodian and the appropriate supervisor will check the furniture and equipment to ensure that it does not contain any classified information or material. This will include a check to ensure that no classified information or material has fallen under or behind the drawers of such furniture and equipment.

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TRANSMITTAL SLIP	
TO: C/RMD	
ROOM NO. 5B2828	BUILDING Dgs
REMARKS:	
FROM: RCB/ISAS/DDA	
ROOM NO.	BUILDING

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